



MT. VERNON EDUCATION FOUNDATION GRANTS AWARD PROGRAM

MVEF's mission is to encourage and support creativity, innovation, and excellence that enhances the educational opportunities for students of the Mt. Vernon School Corporation.

Who May Apply: Any Mt. Vernon Community School Corporation employee or student. Parents and other members of the community are eligible to apply if sponsored by a MVCSC employee.

When To Apply: The MVEF Grants Committee will review all types of Grants twice each school year. Deadlines for the 2011-2012 school year are by 4pm Friday, September 23rd and April 6th 2012.

Size of Grants: Grant awards typically range from \$250 - \$3,000, but each grant request is considered on its own merit for either full or partial funding. Grants are awarded on a competitive basis and may not be funded in full. The MVEF tries to be good stewards of our donors' funds and therefore encourage grant applicants to be frugal with their request and research the best product for the best price. It is recommended to give the grants committee *options for partial funding* (i.e., first choice= ideal funding, 2nd choice=suitable funding, etc.). Those options help the committee when forced to make tough decisions if the budget is tight.

Grants are awarded for the following purposes:

Encourage Student Achievement (Academic, Arts, or Vocational as they support the classroom curriculum)
Encourage Lifelong Learning Opportunities (Community Service, Citizenship, Human Relations, Parental Training/Involvement/Support)

Support of Professional Development (Training or support materials specifically designed to engage students in classroom learning. This does **not** include an individual staff member's personal development, or academic or continuing education credits)

Honor Staff and/or Students (Area, state, or national recognition for outstanding performance, achievement)

Judging Criteria – Preference will be given to the following:

- Number of students impacted by the proposal. Those grant applications having the ability to impact the greater number of students may be given more consideration.
- Number of schools involved and the cost per student
- Originality and creativity – uniqueness of project and the effect it will have in the classroom
- Need for the program and projected educational value
- Measurability of the success/evaluation potential and process
- Sustainability of project/materials for students
- Sustainability of project without additional funding from MVEF

In keeping with our mission, the MVEF does not award grants for:

- New construction or facility renovation
- Purposes related to the furtherance of a political party or position, religious activities, or controversial issues as determined by the Foundation
- Compensation for corporation employees or students, substitute pay, or telephone expenses
- Typically, we do not fund food, transportation, furniture, t-shirts, favors, stipends for staff or public speakers, salaries, substitute pay, telephone expenses, or field trips.

- The Foundation reserves the right to review each application on a case by case basis.

Grant Process: The grant committee will meet within three weeks after the deadline to make a recommendation. The MVEF board will vote grant approval at the following regularly scheduled board meeting. The grants chairperson will then notify all denied grant applicants and then award the grant recipients. The grants chairperson will work with the grant recipient to purchase approved grant items. In general, grants are intended for the following semester's use.

Grant Policies:

- Ten stapled copies of your grant application (with budget) is due by 4pm Friday, September 23, 2011 and Friday, April 6, 2012 to the MVEF mailbox at the school administration building (Attn: Grants, MVEF, 1776 West SR 234, Fortville, IN 46040).
- Blue/black ink is required and double-sided copies are recommended.
- The MVEF grants items, and does not grant dollars (i.e. if a \$2,000 project is awarded and the actual cost is \$1,900 of the approved items, the grant requestor does not get to spend \$100 on other items.)
- Items need to be purchased and implemented within one year of being awarded.
- Upon purchase time for awarded grants, reasonable price deviation may be permitted if there is a change in the cost of the item or the item itself.
- If applicant is applying for more than one grant from an outside source for this project, the MVEF grant application is considered a secondary grant for funding.
- Grant recipients are responsible for providing the grants chairperson with any purchase or shipping documentation.
- If a grant recipient leaves MVCSC, grant dollars are designated for specific awarded items. If the grant items are no longer needed/wanted and are not sponsored by another appropriate staff member, the grant award is null and void and another applicant may reapply in a following grant cycle for other items.
- Everything is subject to MVEF board approval and no grants are guaranteed.
- To ensure the benefit of all Mt. Vernon students, all grant items purchased or reimbursed by the MVEF become the property of MVCSC.
- Grant requests involving technology must be discussed with either Barb Campbell, Director of Technology, or Brandon Hayes, District IT Specialist, early in the grant process to make sure the idea is realistic within the school systems. They have created an option in the IT "help desk" called "MVEF Grant Requests" for you to share your grant information and be reviewed.
- Grants must have building principal(s) signatures and school technology approval if applicable.

If you are awarded a grant, you will/may be asked to:

- Attend a reception honoring grant recipients, MVEF volunteers and corporate partners
- Announce it on the school daily announcements.
- Communicate to the parents whose students will be impacted by the grant that it "was made possible by a grant from the Mt. Vernon Education Foundation." This direct outreach to parents will enable the MVEF to continue providing grants to the staff and students of Mt. Vernon.
- Be an advocate to other teachers promoting the grants program, and be a resource for other teachers if they need help with their grant application.
- Serve as an active ambassador of MVEF to your peers, your students and your community.
- Provide a display of your grant at Foundation events, and submit photos/video of your grant in use.
- A grant evaluation of the project is required within (30) thirty days of its conclusion sent to MVEF.

For grant questions, please contact the current grant chairperson, Kimberly Gilpin at (317) 313-3698, or Maria Bond at (317) 482-4110.

This program is made possible through general contributions to MVEF, Thank-An-Educator program donations, and funds received from MVEF's Annual Campaign.